

**MARYLAND HEALTH CARE COMMISSION
CENTER FOR HOSPITAL SERVICES**

BID BOARD NOTICE

Procurement ID Number: MHCC 13-012

Issue Date: October 3, 2012

Title: Data Processing Services to Support Preparation
of Summary Tabulations Analyzing Hospital
Administrative Data Sets

I. PROCUREMENT OVERVIEW

A. Introduction

The Maryland Health Care Commission (MHCC) is a public, regulatory commission. The 15 Commissioners are appointed by the Governor with the advice and consent of the Maryland Senate. The Commission is organized around six major topic areas: Center for Hospital Services; Center for Long-term Care and Community-Based Services; Center for Financing and Health Policy; Center for Information Services and Analysis; and Center for Health Information Technology. The Center for Hospital Services is responsible for: developing the State Health Plan for Health Care Facilities and Services; administering the Certificate of Need program; and Hospital Quality Initiatives, including the Hospital Performance Evaluation Guide.

B. Summary of Procurement

MHCC seeks a contractor to provide data processing services to prepare timely summary tabulations in response to Data Requests on issues pertaining to the utilization of hospital services in Maryland and adjacent states. This information will support the Commission's analyses and recommendations under the health planning and hospital regulatory programs, including: (1) analysis of data sets describing utilization of hospital services; (2) development of statistical methodologies to updated forecasts of hospital beds required to meet future needs; and (3) analysis of the potential impact of hospital system changes including service closures, facility relocations, and other proposals requiring MHCC action or study. It may also be used to support activities of the Hospital Quality Initiatives Program.

II. PROCUREMENT SPECIFICATIONS

The contractor will be responsible for providing timely summary data tabulations according to Data Request Specifications issued by the Commission on issues pertaining to the utilization of hospital services. Key data sets required for this project will be supplied to the vendor by the Commission. The data sets include the following:

Data Set	Code of Maryland Regulations (1)	Description
Maryland Acute Care Hospital Discharge Data Base	COMAR 10.37.06 Submission of Hospital Discharge Data Set to the Commission	Data elements reported for each patient discharged from Maryland acute general hospitals, including: demographic data; payment source; nature and source of admission; length of stay; diagnoses; procedures; and charges.
Maryland Private Psychiatric Hospital Discharge Data Base	COMAR 10.37.06 Submission of Hospital Discharge Data Set to the Commission	Data elements reported for each patient discharged from a special hospital-psychiatric, including: demographic data; payment source; nature and source of admission; length of stay; diagnoses; and charges.
Maryland Hospital Outpatient Data Base	COMAR 10.37.04 Submission of Hospital Outpatient Data Set to the Commission	Data elements reported for each patient discharged from selected outpatient services (e.g., emergency department, ambulatory surgery service) at Maryland acute general hospitals, including: demographic data; payment source; nature and source of admission; diagnoses; surgical procedures; and charges.
District of Columbia Acute Care Hospital Discharge Data Base	COMAR 10.37.06 Submission of Hospital Discharge Data Set to the Commission (Out-of-State Hospitals)	Data elements reported for each patient discharged from District of Columbia acute general hospitals, including: demographic data; payment source; nature and source of admission; length of stay; diagnoses; procedures; charges.

(1) COMAR regulations governing these data reporting requirements are available from the Division of State Documents at: <http://www.dsd.state.md.us/comar/> The data elements and file format of the data bases are available on the Health Services Cost Review Commission website at: www.hscrc.state.md.us

Data Request Specifications will be issued to the contractor throughout the contract period. The time frame for completing Data Requests will typically be short (i.e., 1 to 3 days). It is possible that the Contractor will be working on more than one Data Request simultaneously. The Contractor shall complete Data Requests that are issued throughout the course of the contract within the time specified for each. MHCC shall determine the number of Data Requests to be completed by the contractor. Telephone consultations and meetings between the contractor and MHCC staff may occur as necessary to review the specifications. MHCC will require the Contractor to submit reports in Excel spreadsheet format and complete supporting documentation in an electronic medium.

The Contractor will submit a separate cost statement for each Data Request. Each Data Request work plan must have a qualified person assigned as overall manager of the project. MHCC will be responsible for providing access to the data sets required to complete the analysis of each Data Request.

For additional information about the specifications, please contact Paul Parker, Director, Center for Hospital Services, Maryland Health Care Commission at:

Phone: 410-764-3261
FAX: 410-358-1311
E-Mail: pparker@mhcc.state.md.us

B. Term of Contract

The contract will begin on or about November 1, 2012 and will end November 30, 2013.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215; Attention: Sharon M. Wiggins, Procurement Officer.

D. Submission Deadline

In order to be eligible for consideration, a bid must be received at the Commission office as referenced in Section I. C. above by **4:00 p.m. Eastern Standard Time October 12, 2012** in order to be considered. Bids may be e-mailed to swiggins@mhcc.state.md.us by the stated deadline date and time. **All bids must include Federal Identification Tax Numbers.** Vendors mailing bids should allow sufficient time to ensure timely receipt by the Commission.

E. eMarylandMarketplace

Each bidder must indicate their eMaryland Marketplace (eMM) vendor number in the Transmittal Letter (cover letter) submitted at the time of their Technical submission.

eMM is an electronic commerce system administered by the Maryland Department of General Services. In addition to using the state web site (<http://www.mhcc.maryland.gov>), DHMH web site (<http://www.dhmdh.md.gov/procumnt/procopps.html>) and other means for transmitting the RFP and associated materials. Bidders questions and the Procurement Officer's responses, addenda, and other solicitation related information will be provided via eMaryland Marketplace.

In order to receive a contract award, a vendor must be registered on eMaryland Marketplace (eMM). Registration is free. Go here to register: <https://ebidmarketplace.com/>. Click on "Registration" to begin the process and follow the prompts.

F. Procurement Method

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. The maximum award allowed under these regulations is \$25,000.

III. BASIS FOR AWARD

A. The vendor with the most advantageous offer to the State will be awarded the contract.

B. Procurement Method: This contract is solicited in accordance with COMAR 21.05.07, Small Procurement.

IV. SELECTION PROCESS

A. Evaluation Committee

An Evaluation Committee appointed by the Issuing Office will evaluate all bids received by the closing deadline. The Evaluation Committee may request additional technical assistance from any source.

B. Evaluation Criteria

The evaluation criteria set forth below are arranged in descending order of importance. (Therefore, 1 is more important than 2 and 2 is more important than 3) Within each criteria the subcriteria are also arranged in descending order of importance. (In other words, 2.A is more important than 2.B; and 3.A, is more important than 3.B., and 3.B. is more important than 3.C., etc.) In addition, it would be improper to assume that 2.A. is either less important or more important than 3.A., 3.B., etc. A bidder can only conclude that criteria 3 as a whole is less important than criteria 2 as a whole.

Evaluation Criteria

1. Experience and Qualifications of the Proposed Staff
 - a. Knowledge and experience in developing approaches to analyzing and tabulating hospital discharge data and related administrative data sets to address health planning and policy issues
 - b. Experience with the analysis of Maryland hospital administrative data bases (i.e., Maryland Hospital Discharge Abstract Data Base, Maryland Hospital Ambulatory Care Data Base)
2. Corporate Qualifications
 - a. Sufficient facilities and personnel to meet requirements and time frames
 - b. Demonstrated commitment to providing quality services.
3. Proposed Work Plan
 - a. Ability of work plan to successfully meet the requirements and timeframes
 - b. Approach to overall and task specific management.
4. Statement of Problem

C. Evaluation Process

The Evaluation Committee will evaluate each technical submission using the evaluation criteria set forth above. Only those technical submissions deemed reasonably susceptible of

being selected for an award and whose is initially judged to be “responsible” shall be considered “qualified bids.”

In recommending a bidder for award, the Evaluation Committee will give more weight to a bidder’s technical submission than to its price. The Committee shall recommend the bidder whose submission provides the most advantageous offer to the State considering price and the evaluation criteria.

V. INFORMATION REQUIRED IN BIDDER SUBMISSION

A. Transmittal Letter

A transmittal letter prepared on the bidder’s business stationery is to accompany the original bid. The purpose of this letter is to transmit the bid; therefore, it should be brief. The letter **MUST** be signed by an individual who is authorized to bind his/her firm to all statements, including services and prices contained in the bid.

B. Technical Submission

This part should be prepared in a clear and precise manner. It **MUST** address all appropriate points of this solicitation. The submission **MUST** contain the following sections for each part of the technical requirements for which a bid is being submitted:

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- Statement of the Problem
 - Proposed Work Plan
 - Corporate Qualifications
 - Experience and Qualifications of the Proposed Staff
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The **Statement of the Problem** should demonstrate clearly the bidder’s understanding of MHCC objectives and goals. The bidder should also demonstrate an understanding of the uses that will be made of the data.

The **Proposed Work Plan** section is to contain a brief description of the bidder’s proposed plan to meet the requirements. It should include a detailed description of the firm’s methodology, techniques and work plan for addressing the requirements outlined in subsection IV.B.

The **Corporate Qualifications** section should describe the overall capabilities of the organization to meet the requirements and time-frames. It should include descriptions of selected engagements for other clients involving services similar to those requested by this bid which were successfully performed by the bidder, as

well as the process the organization used to ensure that delivered products met customer needs.

A minimum of three references from firms, organizations, etc., for whom work of a similar or related nature to this bid was completed should be included. Each reference should identify the name of each organization, point of contact, and telephone number. The MHCC shall have the right to contact these or any other references of its choosing as part of the evaluation and selection process, or not to contact some or all references if deemed appropriate.

The bidder must also explain how it will be able to maintain its independence and objective in carrying out the requirements of this bid.

The **Experience and Qualifications of the Proposed Staff** section should describe how the proposed staff experience and qualifications relate to their specific responsibilities as detailed in the work plan for this procurement.

The section is also to include individual resumes for the key personnel who are to be assigned to the project if the bidder is awarded a contract. Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the bid should be included. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation. Letters of intended commitment to work on the project from all key personnel, including subcontractors, should be included with the bid.

C. Financial Submission

The financial submission should provide: (1) an hourly rate by labor category for preparation of summary tabulations. The information will be used for evaluation purposes and bid comparisons.

Category	Hourly Rate
Data Programmer	\$
Other	\$

Bill under the contract will be for actual hours worked by each individual up to a **maximum total annual billing of \$25,000** for the contract. The contractor may not bill for work unless and until such work is specifically requested by the Contractor Monitor.

VI. TERMINATION CLAUSE

This contract may be terminated at any time and/or for any reason at the convenience of the Commission. Bidders must acknowledge this statement in their response to this Bid Board Notice.

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS
SOLICITATION**